

School Portrait and Services Agreement

BARKSDALE SCHOOL PORTRAITS
www.barksdalephoto.com

PICTURES WITH CLASS by Barksdale
www.pictureswithclass.com

HOCKMEYER with Barksdale
www.hockstudio.com



Portrait Agreement	Year: /	Term: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 Years	Rep:	Mileage:
School Name:		School Colors:		Logo:
District Name:				School #:
Address:		Enrollment:		Grade(s):
City:		State:	Zip:	Phone:
Principal: _____ Salutation: _____		Email:		Cell #:
Contact:		Email:		Cell #:
Secretary:		Email:		Cell #:
Yearbook Contact:		Email:		Cell #:
Student List Contact:		Email:		Cell #:
IT Contact:		Email:		Cell #:

Fall Picture Day	<input type="checkbox"/> Prepay	<input type="checkbox"/> Spec	<input type="checkbox"/> Proof	<input type="checkbox"/> Family Plan	<input type="checkbox"/> Pass it Forward				
Background:	Date:	Start Time:	Absentee/Retake Date: Start Time:						
Picture Day Location:	Group Location:		Number of Photographers: _____	Group Photographers: <input type="checkbox"/> 1 <input type="checkbox"/> 2					
Parent Helper Vouchers	Qty _____	\$ _____	Helpers: <input type="checkbox"/> School OR Barksdale <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3						
Notes:				<input type="checkbox"/> Camera Slips – Ship to School Sort: _____ <input type="checkbox"/> Labels – For photographers Sort: _____ Flyer Sort: _____ Come to Camera by: _____					
Fall Packages/Pricing						Commissions:			
Packages	A	B	C	D	E	F	G	H	
Price									
Notes:									

Spring Program	<input type="checkbox"/> Prepay <input type="checkbox"/> All Students <input type="checkbox"/> Paying Students <input type="checkbox"/> Camera Slips <input type="checkbox"/> Labels <input type="checkbox"/> Spec <input type="checkbox"/> Proof								
Background:	Date: Start Time: Finish Time:								
Picture Day Location:	Group Location: Photographers: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 Group Photographers: <input type="checkbox"/> 1 <input type="checkbox"/> 2								
Return Pictures & Services sorted by: Helpers: <input type="checkbox"/> School OR Barksdale <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3									
Notes:									
Graduation/Move-Up/Closing	Date: _____ <input type="checkbox"/> Graduation Group Picture								
Grade Level: _____ Enrollment: _____ Cap & Gown Color: _____ Tassel Color: _____	<input type="checkbox"/> Mock Shirt Neck: B _____ G _____								
<input type="checkbox"/> Hold Cap <input type="checkbox"/> Wear Cap <input type="checkbox"/> Hold Diploma	Certificates: <input type="checkbox"/> Purchasing <input type="checkbox"/> Complimentary								
Notes:									

Groups

<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> with names	Size:	Date:	Time:	Location:	
<input type="checkbox"/> Faculty # of Staff _____	Size:	Date:	Time:	Location:	
<input type="checkbox"/> Large Group # of Students _____	Grade: _____	Size: _____	Date: _____	Time: _____	Location: _____
<input type="checkbox"/> Complimentary Prints _____		Item of Sale \$ _____	Yearbook Link ONLY _____	Split Image – Yearbook _____	

Notes:

Composites (8" x 10")	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> No proof/ship w/ pictures	<input type="checkbox"/> Hard copy proof	<input type="checkbox"/> Proof My Class _____	
<input type="checkbox"/> Principal on ALL Composites	<input type="checkbox"/> Teacher	<input type="checkbox"/> Aides on Composites	<input type="checkbox"/> with Names	<input type="checkbox"/> Staff Composite	<input type="checkbox"/> Logo	<input type="checkbox"/> Colors
Notes:						

ID Cards

Staff	<input type="checkbox"/> Onsite	<input type="checkbox"/> Barcode	<input type="checkbox"/> Employee ID	<input type="checkbox"/> Salutation	<input type="checkbox"/> First Initial	<input type="checkbox"/> First Name	<input type="checkbox"/> Last Name	<input type="checkbox"/> Title: <input type="checkbox"/> Staff <input type="checkbox"/> Other	
	<input type="checkbox"/> Ship with pictures	<input type="checkbox"/> Vertical	<input type="checkbox"/> Horizontal	<input type="checkbox"/> Punched	<input type="checkbox"/> Year	<input type="checkbox"/> Colors:	Sort: _____		
Student	<input type="checkbox"/> Onsite	<input type="checkbox"/> Barcode	<input type="checkbox"/> Student ID	<input type="checkbox"/> Grade	<input type="checkbox"/> Home Room	<input type="checkbox"/> Year	<input type="checkbox"/> Other:		
	<input type="checkbox"/> Ship with pictures	<input type="checkbox"/> Vertical	<input type="checkbox"/> Horizontal	<input type="checkbox"/> Punched	<input type="checkbox"/> Colors:	<input type="checkbox"/> Logo	Sort: _____		
<input type="checkbox"/> Visitor _____ <input type="checkbox"/> Volunteer _____ <input type="checkbox"/> Substitute _____		Notes:							

Yearbook

Yearbook Vendor:						
Scheduled Yearbook Activities	Date: _____ Time: _____	<input type="checkbox"/> Activities	<input type="checkbox"/> Clubs	<input type="checkbox"/> Candids	<input type="checkbox"/> Sports	<input type="checkbox"/> Other:
Notes:						

Services

<input type="checkbox"/> Portal <input type="checkbox"/> Record Photo Labels: _____ Sort: _____	<input type="checkbox"/> 36 x 24 Mosaic <input type="checkbox"/> Standard
<input type="checkbox"/> Certificate Link <input type="checkbox"/> Student Directory # _____ Sort _____ <input type="checkbox"/> Bar Coded Directory	<input type="checkbox"/> Custom _____
<input type="checkbox"/> Holiday Funpack <input type="checkbox"/> Newsletter # _____ <input type="checkbox"/> Student Agendas	<input type="checkbox"/> 40 x 24 Banner Selections:
Calendars: <input type="checkbox"/> Daily Planner # _____ <input type="checkbox"/> Monthly Planner # _____	# _____ # _____
<input type="checkbox"/> Weekly Planner # _____ <input type="checkbox"/> Large Desk # _____	# _____ # _____

Special Software Services (i.e. Lunch Room Program, Library Program)

District Program:	<input type="checkbox"/> CD	<input type="checkbox"/> Link	Contact:
General Notes:			

The Barksdale group requires 45 day cancellation notice prior to picture day.
Subject to a \$500 administrative fee.

(INITIALS)

Date: _____ Signature: _____